

**FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **WEST MONROE** on **AUGUST 14, 2013**, will consist of approximately **116** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE ADMINISTRATION Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning, and risk management; financial management; training; and managing equipment, property and supplies.	32.8%
PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including recruitment and selection, performance evaluation, grievance resolution, and applicable provisions of civil service law.	6.9%
INFORMATION MANAGEMENT/WRITTEN COMMUNICATIONS Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records. Knowledge of the information gathering process and compilation of data into an effective written format for correspondence, reports, or other formal department communications.	6.9%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	6.9%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, and direct the work of subordinates, to resolve conflicts, and to maintain discipline.	25.0%